



RESERVATIONS

Park use is generally seasonal from mid-April to mid-October. Reservations for all reservable parks are required for special events held in the park. Payment is required 30 days prior to the date of the reservation.

When not reserved, facilities are available on a first-come, first-served basis. The Boise Parks and Recreation Department reserves the rights to prioritize date requests from recurring special events.

Place a reservation:

EMAIL: Submit forms and applications to parksspecialevents@cityofboise.org

CALL: (208)608-7618 or (208)608-7615

WALK-IN: Located at 1104 Royal Blvd., our office hours are Monday through Friday from 8 a.m. to 5 p.m. and closed on legal holidays.

CANCELLATIONS, REFUNDS, RESCHEDULING

A refund is only provided if the user is canceling prior to 10 calendar days of the event, at which time a \$15 processing fee will be collected.

Refunds or rescheduling is not granted due to poor weather conditions or acts of nature. An event cannot be rescheduled within 10 calendar days of the reservation.



PARKS AND RECREATION

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1104 Royal Blvd, Boise, Idaho 83706

Phone: 208-608-7600

TDD/TYY: 1-800-377-3529

Fax: 208-608-7648

Website: cityofboise.org/parks

2022 RESERVATION FEES (tax included)			
Description	Period	Resident Fee	Non-Resident Fee
Ann Morrison Park			
Entire Park	All Day	\$2,650.00	\$4,107.50
Fountain	Time Block	\$365.00	\$565.75
Disc Golf Course	All Day	\$195.00	\$302.25
Pavilion	Time Block	\$107.00	\$165.85
Boise Foothills Open Space Reserve			
Open Space	Time Block	\$85.00	\$131.75
Cecil D. Andrus Park			
Entire Park	Time Block	\$265.00	\$410.75
Entire Park	All Day	\$636.00	\$985.80
Cherie Buckner-Webb Park			
Entire Park	Time Block	\$265.00	\$410.75
Entire Park	All Day	\$636.00	\$985.80
Fort Boise Park			
Entire Park	Time Block	\$70.00	\$108.50
Greenbelt			
Per Quadrant	Time Block	\$85.00	\$131.75
Julia Davis Park			
Entire Park	All Day	\$2,650.00	\$4,107.50
Bandshell (Exterior)	Time Block	\$430.00	\$666.50
Bandshell (Interior)	Hourly	\$125.00	\$193.75
Per Pavilion	Time Block	\$107.00	\$162.75
East End	Time Block	\$70.00	\$108.50
Park Center Park			
Entire Park	Time Block	\$70.00	\$108.50
Veterans Memorial Park			
Entire Park	All Day	\$535.00	\$829.25
Shelter	Time Block	\$107.00	\$162.75
Picnic Site	Time Block	\$75.00	\$116.24
8th Street			
Per Street Block	Time Block	\$85.00	\$131.75



SPECIAL EVENT PARK USE POLICIES

Thank you for choosing the City of Boise park system for your special event! Special events are open and available to the general public and require reservations. In this pamphlet you will find our park policies to help guide you through the planning process.

ALCOHOL POSSESSION & CONSUMPTION



Alcohol may be possessed or consumed within Boise City parks except upon any street, parking lot, restroom, playground, community center, skate park, archery range and within 250-feet of the Boise River Greenbelt.

Alcohol is allowed in the following restricted areas **by reservation and permit only**: Ann Morrison Park, Cecil D. Andrus Park, Cherie Buckner-Webb Park, Julia Davis Park, Esther Simplot Park, Parkcenter Park, Fort Boise Park and 8th Street.

Distribution or sale of alcohol in Boise City parks is allowed only as local and state laws allow. Caterers serving alcohol must secure a Liquor Catering Permit from the City Clerk's Office.

Park Use Applications are due **90 days prior to the event date** if beer and/or wine will be sold. If no beer and/or wine sales will occur at the event, Park Use Applications are due 30 days prior to the event date.

Beer/Wine Serving Permit is required for all events serving beer and/or wine and can be obtained for a \$10 fee.

Beer/Wine Sales Permit is required for all events selling beer and/or wine and is charged a \$230 fee per day, plus 12% gross sales over \$2,000.

PARK ASSISTANCE



For assistance during your park reservation call: 208-631-1459 or 208-631-1461.

POLICE ASSISTANCE

Non-emergency assistance, call police dispatch: 208-377-6790

Emergency assistance, DIAL 911

PARK HOURS

Sunrise to sunset unless otherwise posted.

PARK POLICIES

Park users are required to follow and abide by Idaho State Code, Boise City Ordinances and the Boise Parks and Recreation Park Use Policy. Park policies are posted at restrooms and shelters and are enforced. Violators will be cited. For information regarding Boise City Code, go to: cityclerk.cityofboise.org/city-code



CANOPY, TENT OR KIOSK

Placement requires approval from Boise Parks and Recreation prior to the event. To avoid damage to electrical, irrigation and water lines, canopies must be weighted instead of staked. A permit from the Boise Fire Department is required for tents, canopies, and awnings over 200-square ft.



CLEANLINESS

Cleanliness is the responsibility of all park users. Please deposit trash in the receptacles provided. If trash receptacles are full, trash is to be removed from the park by the event organizer. Additional fees may be charged for debris or damages to the park.



ELECTRICAL POWER

Electrical power is available with a paid reservation.



FILMING

A Commercial Film Permit must be obtained for permission to film a motion picture, television, radio or photographic production in a city park. The permit can be purchased in conjunction with a park reservation.



GREENBELT USE

The Boise River Greenbelt is available for special event use (fun runs, walks, rallies) and is reservable in quadrants. A map must be submitted to identify the route of the event. Events are required to use A-frames, four or chalk as directional signage for walks and runs. Tape, paint and adhesive directional arrows are prohibited.



INFLATABLES

Infatable structures or other similar apparatus are allowed in Boise parks with a permit application. Infatable structures that required water are not permitted. Structures must be rented from a city-approved equipment provider and be free standing, weighted and have a generator for power.



INSURANCE

Special events must provide a comprehensive general liability insurance of \$1,000,000 per single occurrence. The required policy should name Boise City as an additional insured and as the certificate holder, in addition to listing the event, date and location in the description on the insurance certificate.



RESERVATION DEPOSIT

A deposit of \$100 is due to reserve a special event's date and location. Remaining payment is due 30 days prior to event date.



RESTROOMS

Park restroom facilities are operated on a seasonal basis. Parks with restrooms open year-round are Ann Morrison, Esther Simplot, Fort Boise, Julia Davis, Parkcenter and Veterans Memorial parks.



SOUND AMPLIFICATION

Sound cannot exceed 62 decibels at a distance of 20 feet except with a permit. Amplified sound is available in some parks and requires a park reservation, a permit application to be filled out and a fee to be paid.



UTILITY VEHICLES

Utility Vehicles should be listed on the Special Event Park Use Application and the event organizer is required to purchase a permit for each vehicle.



VEHICLES

Vehicles can be parked in designated parking spaces and during park hours. Vehicles parked in non-designated areas and left in the park after hours or overnight may be towed. Event-related vehicles must obtain a Vehicle Overnight/Turf Parking Permit from BPR.



VENDORS

A vendor is an individual, sponsor or group advertising, selling or giving away services. **Event coordinators are charged \$25 per vendor, per day.**

If food or beverage products are being served/sold during an event, an Eating and Drinking License must be obtained from the City Clerk's Office. Additionally, food and beverage products must be approved by the Central District Health Department.



WATER

Water amenities such as commercial misters, dunk tanks, water slides, kiddie pools, etc. are not permitted in parks. Depositing ice and any grey or wastewater on the grass, sidewalks, in waste receptacles, dumpsters, city planters, gutters or in the street drainage system is not permitted.

PARKS SPECIAL EVENT FEES

Description	Period	Resident Fee	Non-Resident Fee
DEPOSIT			
Reservation Hold	Non-Refundable	\$100.00	\$100.00
MISC. PERMITS			
PERMITS			
Amplified Sound	Daily	\$55.00	\$55.00
Beer/Wine Possession Permit	Daily	\$10.00	\$10.00
Beer/Wine Sales	Daily	\$230.00	\$230.00
Parks and Recreation Commission approval required for sales. See Application for details.			
\$230.00 plus 12% of gross sales above \$2,000.000 per day.			
Short-Term Concession/Vendor	Each/Daily	\$25.00	\$25.00
Vehicle Utility/Turf	Daily	\$30.00	\$30.00
Vehicle Overnight	Daily	\$30.00	\$30.00
FILMING			
Commercial Use Filming (Filming in parks, etc.) This is in addition to the park site reservation.	Hour	\$135.00	\$135.00
	Four (4) Hours	\$475.00	\$475.00
	All Day	\$885.00	\$885.00
OTHER AMENITIES			
Extra Tables (Ann Morrison and Julia Davis)	Each	\$9.00	\$13.95



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